

June 26, 2013

NNMC Human Resource

Espanola, NM 87532

To Whom It May Concern:

I am writing this letter in response to your advertisement for Accessibility Resource Coordinator. I am currently hold a Master's Degree in Education, in Counseling with a concentration in Vocational Rehabilitation from NMHU. I believe that my experience and commitment to the field would make me a qualified candidate for this position.

I have worked with students with exceptionalities to assist them in accessing assistive technology for them to pursue academic and career paths. I also have close communication with several non-profit and state agencies that can assist with obtaining AT equipment for students in need. My experience also includes software apps and in-house assistant (work study, or volunteers) who can either become note takes and/or assist with mentorship and advocates to students that are enrolled at Northern. This work includes preparing to students to pursue higher education towards interested career choices, by examining skill, aptitude and experience.

In my current position I over see providers who contract with Department of Health, Developmental Disabilities staff and sub-contractors who are responsible for assisting clients across the state to obtain AT and other types of services for those on the DD waiver, or in transitional services through DVR and High School, who would like to attend college and will need some type of accessibility services.

I am fluent in Spanish and can read and write as well as translate documents;

I have served as an interpreter for migrant and Immigrant families who need health information or access to community resources across the state;

I have assisted and served as a consultant to students who are in need of vocational assistance to include; financial aid, career choice assessments, and vocational assessment to match skills to class availability.

I welcome the opportunity to discuss with you accessibility resource coordinator position available in your division. I have attached my resume, and look forward to the opportunity to speak to you about the position, and look forward to your response.

Sincerely



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(505) 747-2908 (home) 929-1533(cell) Email: verna.trujillo@state.nm.us

Education

Santa Fe Community College	Santa Fe, NM 1992, 1996, 2002
Texas Tech University	Albuquerque, NM 2002
University of New Mexico	Albuquerque, NM 1988, 1989, 2001
University of Phoenix	Santa Fe, NM 2001, 2002
College of Santa Fe	Undergraduate Degree 2007
	Counseling & Organizational Psychology
	M. Ed School & Community Counseling 2009
NMHU	Post Graduate Voc. Rehab/Special Education -Current

Internships/Fellowships- SKY Community Counseling Center 2007-2008
Santo Nino Regional Catholic School 2008-2009
Rape Crisis Center Counseling 2010-2011
Pastoral Council Counseling 2009-2010
Inside Out- Voc. Eval/ Counseling 2011-2012

Professional Organizations

Region II Health Care Task Force 95-2000
Dates of Membership: 97-99
NCLR 95-2000
NAFE 2000-current
NAEYC 97-2003
Region IV Head Start Board of Director's Offices Held: NM Representative 95-97
National Head Start Association Offices Held: Secretary 94-95
National Head Start Association Offices Held: Vice-President 95-97

Organizations/Societies

Infant Mental Health Council Member: 2001-Present
Commission of Rehabilitation Council Member-Present
Environmental Risk Steering Committee Member: 2001-Present
Cultural Competence Committee Co-Chair: 2001-Present
Rio Arriba Welfare to Work Community Council Member: 1998-00
Behavioral Health Advisory Council Co-Chair: 1997-1999
New Mexico Human Resource Coalition
Maternal Child Health Council: Member: 1997-1999
Human Needs Coordinating Council NE Representative 1997-99
Rio Arriba Family Care Network Vice-Chair: 1996-1999
Let's Read Board Chair: 1997-1999
Española Valley Mediation Center: Board President: 1995-1999
SHARE New Mexico Coordinator: 1996-1999
Rio Arriba Commodities Coordinator 2000-2004
Española Valley Ministerial Alliance: Secretary: 1997-1999
Pojoaque School Before/After School Care Board of Directors: 1990-1997
Smoke Free Workplace Task Force-Santa Fe County Member: 1987-1998
American Counseling Association: 2000-Present
Santa Cruz De La Cañada Catechist 2000-Present

Professional References for Verna Trujillo

Susanne Welch DDSD NW Regional Office Taos 505-758-5934

Susanne.welch@state.nm.us

Elizabeth Cassel- HSD Colts Program Manager 505-827-7715

elizabeth.cassel@state.nm.us

Julianna Barbee- NM Small Business Development Center, Director- Espanola

505-747-2236 jbarbee@nnmc.edu

Ricky Serna Assistant To the Dean NNMCC 505-692-4465

rserna@nnmc.edu

Salary Range

My salary range is averaged on my experience and level of education. However, it is negotiable based on wage analysis and current NNMC salary range, and state overview of similar positions around the state with low to high range of pay. This is negotiable.

\$45, 000-\$50,000